

Running a Company Report

First log in as your company's Smart Trips Coordinator:

1. Go to www.whatcomsmarttrips.org.
2. Click on the "Employers" link at the bottom of the page.
3. At the top of the Smart Trips Employer Partners page, click on blue "Employer Sign In" button.
4. Enter your work email address.
5. Enter the password: **Smart1** or the one you chose.

Run a Company Report:

It is really quick and easy to print a formatted report ready to put up on the wall to encourage more people to participate! Or to use a report to draw a prize winner from your employees.

- Click on the blue "Run Reports" button.
- Choose your report options (date range, trip purpose, trip mode, # of trips).
- If drawing a winner click the "Select random winners" box then choose how many winners you'd like the system to select for you
- To print a formatted report just click on the grey "Print Report" button at the bottom of the page. The page that prints is ready to display. You can also download the report to a CSV file for Excel or Google Sheets.

Please give me a call or shoot me an email if you have any questions or trouble signing in.



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